



# MELTON PARISH COUNCIL

## TERMS OF REFERENCE FOR COMMITTEES (REVISED 2016)

### Planning and Transport Committee

#### (A) PURPOSE

- (i) To consider all planning applications affecting Melton submitted to the district council
- (ii) To decide if a particular application, due to its impact on the village, requires consideration by the full council
- (iii) To decide the appropriate response to the district council taking into consideration the impact on the residents of Melton
- (iv) To consider future rounds of consultation by the district council on the Local Development Framework and make recommendations to full Council
- (v) To consider all matters relating to Public Transport and Highways
- (vi) To consider all aspects of a Neighbourhood Plan
- (vii) To consider all aspects of Affordable Housing
- (viii) To consider all aspects of Traffic & Transport
- (ix) To consider all matters relating to Bus Shelters in the village including those owned by the Council and also those provided by Suffolk County Council
- (x) Management of the budget allocated to the Planning and Transport Committee
- (xi) To manage the committee communications within the Council Communications Strategy
- (xii) To consider matters relating to planning and transport arising from neighbouring towns / parishes which impact on Melton

#### (B) Composition

Minimum of five Members, maximum of seven

#### (C) Meeting frequency

Monthly

### Finance, Employment and Risk Management Committee (*incorporating revisions June 2016*)

#### (D) Purpose

- (i) To be responsible for the employment of council staff
- (ii) To provide contracts and other such documents as required by employment legislation
- (iii) To provide a staff appraisal system
- (iv) To agree salary levels for council employees
- (v) To provide a Disciplinary Panel consisting of three members of the Finance, Employment and Risk Management Committee

- (vi) To provide an Appeals Panel consisting of one member from the Finance, Employment and Risk Management Committee not on the Disciplinary Committee and two other councillors who are *not* members of the Finance, Employment and Risk Management Committee
- (vii) Oversight of the internal financial controls including receiving Internal Audit reports
- (viii) Authorisation of all payments within budget
- (ix) Preparation of the budget for approval by full council
- (x) Provision of financial information to the full council
- (xi) To make whatever banking and investment arrangements are appropriate
- (xii) To enter into and review contracts for the provision of services to the council
- (xiii) To enter into and review contracts for the provision of insurance services to the council
- (xiv) To oversee the provision of council accommodation
- (xv) To make recommendations of expenditure from reserves
- (xvi) To oversee the risk management of all council operations
- (xvii) Raising of funds
- (xviii) To consider all aspects of divestment/transformation
- (xix) To manage all aspects of council communications
- (xx) To manage the council communications strategy
- (xxi) Management of the budget allocated to the Finance, Employment and Risk Management Committee
- (xxii) To consider applications for grants and to recommend allocations to full council
- (xxiii) To manage the committee communications within the Council Communications Strategy

**(E) Composition**

Minimum of five Members, maximum of nine

**(F) Meeting frequency**

6 times a year

**Recreation Committee (*incorporating revisions September 2016*)**

**(G) Purpose**

- (i) To consider, manage, promote and develop facilities on Melton Recreation Ground including the playing fields, pavilion, play equipment and tennis courts
- (ii) To manage and promote the woodland and trees around the playing field and in Burkes Wood and to work with the Friends of Melton Woods to this end
- (iii) To manage and promote the footpaths and Rights of Way
- (iv) To act for the Council on planning matters relating to trees and Tree Preservation Orders
- (v) To facilitate any special events, for example the Melton fete
- (vi) To consider recreational facilities for the community, especially young people
- (vii) To consider and manage the provision of litter, dog and grit bins in the village
- (viii) To manage the budget allocated to the Recreation Committee for the above
- (ix) To manage Committee communications in relation to all areas of Recreation

**(H) Composition**

Minimum of five Members

**(I) Meeting frequency**

6 times a year